

 <small>Georgia Technology Authority</small>	Georgia Technology Authority	
Title:	georgia.gov Domain Name	
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POC for Changes:	Information Technology Planning Office	
Synopsis:	Domain naming convention and Federal Dot-Gov Final Rule.	

PURPOSE

The purpose of the GTA Portal Domain Naming standard is to prescribe a consistent, predictable domain name standard for the enterprise portal. Having a managed domain name such as georgia.gov assures citizens that they are accessing an official government site.

SCOPE

All State of Georgia governmental entities and programs, including those governmental entities and programs of Political Subdivisions of the State of Georgia that request a **georgia.gov** domain name space for internet, portal or e-mail usage.

Assignment of domain names in the state.ga.us domain will continue to be governed by the rules and conventions set forth in Federal RFC 1480 and the policies and procedures available at <http://www2.state.ga.us/domain/>.

STANDARD

As the trustee and provider of the State of Georgia's web presence, the Georgia Technology Authority will manage and authorize the assignment of domain names under the georgia.gov, mygeorgia.gov, ga.gov, and myga.gov second-level domains in order to provide a consistent, predictable, and trusted web presence for the State. Entities assigned a third or subsequent-level domain name will manage the use of those sub-domains, and the paths located within such sub-domains in accordance with policies, standards and processes established by the Georgia Technology Authority. To maintain domain name integrity, eligibility for these domain names is limited to qualified State of Georgia (including its political subdivisions') government organizations and programs.

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1. GTA as Domain Name Registrar

As the State's Domain Name Registrar, GTA shall manage and authorize the use of the georgia.gov, mygeorgia.gov, ga.gov, and myga.gov Domain name spaces. However the scope of this standard is limited to georgia.gov

2. Domain Name Server

All third level domain names must point to a uniquely named server that has a direct address and a unique IP address.

3. Domain Naming Guidelines Use is Encouraged

Organizations requesting domain names are encouraged to use the Domain Naming Convention Guidelines when choosing their domain names. GTA will work with entities requesting domain naming exceptions from the guidelines to understand if the reasons for the exception outweigh the benefits of consistency and predictability gained from adherence to the guidelines.

4. Secure Socket Layer Certificates

GTA will provide Secure Socket Layer Services and manage all Secure Socket Layer Certificates for all georgia.gov domain names. All third and fourth level georgia.gov domain names will authenticate their Public Key at my.georgia.gov\yourorg\index. GTA will develop processes and procedures to implement my.georgia.gov\yourorg\index in Agency applications. Implementation of my.georgia.gov\yourorg\index shall provide the mechanism to centrally managed SSL certificates across multiple applications.

5. Registration Charges for Domain Names

GTA reserves the right to charge for domain names. Currently, no charges are applied. However, Secure Socket Layer Certificates license fees and annual maintenance fees may be incurred.

6. Domain Name Registration Process

Entities must complete the Domain Name Registration Process and procedures established by GTA. Requests should be directed to traffic@gta.ga.gov.

Entities wishing to reserve a name for future or internal use (as opposed to an immediate need) may register as well.

Please note that your application is being made on behalf of your entire organization. As such, it is important that the person submitting the application is authorized to speak for the entire organization in this matter and that you obtain the agreement of all interested parties within your organization prior to submission. Confirmation of a registration request from the Agency Head or highest ranking IT official may be required by GTA.

Political Subdivisions and other eligible entities shall request georgia.gov domain name spaces from the **GTA Office of External Affairs and Business Development** whose representatives works with local governments, private institutions and professional and trade associations. State of Georgia Agencies

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shall request georgia.gov domain name spaces through the **GTA Office of Account Management** which serves as GTA's primary interface for state agencies. Upon compliance with GTA requirements these offices shall submit the request to the GTA Georgia Net Division's Traffic group via the prescribed DNS process and format.

7. E-mail Address Use

ga.gov e-mail addresses (ex. *@yourorg.ga.gov*) are available for use by eligible entities and may be requested from GTA subject to GTA requirements and may be used prior to the establishment of a georgia.gov sub-portal. The e-mail address should use the same naming convention as the organization's third-level domain name character string (e.g. *jdoe@gta.ga.gov*). **ga.gov** domain name spaces are available and may be requested from GTA.

The following e-mail address spaces are reserved for restricted Portal use only: All georgia.gov e-mail name spaces – e-mail addresses using the georgia.gov name space will be used for help, contact and similar portal-specific uses (ex. help@georgia.gov, privacy@georgia.gov, etc.)

All e-mail name spaces in the myga.gov and mygeorgia.gov domain spaces are reserved for future use.

8. Active Directory

Active directory name spaces will be assigned in accordance with the GTA Active Directory Standard and should be consistent with this standard.

9. Domain Name Selection

It is the requesting entity's responsibility to ensure that it has the right to use the name they are requesting. GTA will check its DNS records and databases, and GTA will not issue a georgia.gov domain name to your organization that is in conflict with an officially recognized title (including the acronym) of another georgia.gov state government organization without further clarification.

The following additional general rules apply:

- Obscene names are not permitted.
- Permissible characters are letters, digits, and the hyphen. You may mix upper and lower case, or use all upper or all lower case. Software will ignore case, and users can type in whatever case they like. You should capitalize your domain name as you wish it to appear in machine generated lists, such as the return address generated in your outgoing electronic mail. Hyphens may be used to separate words if necessary or consistent with normal references to the proper name of your organization.

10. Domain Name Disputes

The GTA domain registrar will make a determination on all matters related to registration and subsequent use of an assigned georgia.gov domain name.

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Disputed determinations can be appealed to the State CIO and Executive Director (or his/her designee). The State CIO and GTA Executive Director is the final authority on all matters relating to registration and subsequent use of georgia.gov domain names.

GUIDELINES

Domain Naming Guidelines

In order to be eligible for a georgia.gov domain name, your organization must be a State government entity, or a Political Subdivision of the State of Georgia. Eligible organizations may also requests georgia.gov domain names for separately identifiable portions of their organizations or in certain cases specific programs or collaborative "Communities of Interest" where distinct and well differentiated missions, roles, or needs exist.

Since the georgia.gov domain is managed to ensure consistency and ease-of-use, GTA will review and grant georgia.gov domain name requests according to certain naming conventions. Before any other subdomain name application can be processed, the requesting entity must be assigned a third-level domain name. This will be of the form "yourorg.georgia.gov".

"yourorg" is a string of characters (usually an acronym) that represents the name of your organization. Determining the string is a matter of establishing the "electronic identity" of your organization for years to come. Organizations should use the Domain Naming Guidelines when determining their specific domain name requests. It is best to chose a string that most readily identifies you in the mind of the majority of the other government organizations, companies and citizens with which your organization most often deals with. In addition to the "significance" of the string, another consideration is the length of the string. The electronic names resulting from the use of your domain name may need to be printed on business cards, and may need to be typed for each instance of communication initiated by some users in other organizations wishing to communicate with your organization. The selection of this string may be something you should discuss with the individual in your organization whose authority includes the "corporate image."

In some cases, your organization's officially recognized acronym (e.g. GTA) will serve this function very well.

If your organizational acronym is considered too cryptic to adequately identify your organization to its full intended audience, the following guidelines may be helpful:

- Start with the full proper name by which your organization conducts its business.
- Remove all the blanks.
- Remove truly extraneous components, if there are any.

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- If it is excessively long, abbreviate by trimming the parts whose removal will result in the least loss of recognizability outside the sphere in which your organization is already well known.

Once a third-level domain name has been allocated, the name space may be further sub-divided by your organization as deemed necessary for administrative purposes; however, all georgia.gov names spaces must be registered and must also be requested and approved through the GTA Domain Name Registrar.

For example, an agency that has received their third-level domain name (ex. gta.georgia.gov) can request the creation of additional sub-domains under their assigned third-level domain such as:

divisions.gta.georgia.gov
 bios.gta.georgia.gov
 services.gta.georgia.gov

Anti-Cybersquatting Guideline

In order to maintain the integrity of government information and the trusted brand associated with the georgia.gov portal, all entities with a georgia.gov presence should protect their domain names in the top level domains such as .com, .org, .net, etc. in order to prevent cybersquatting and reduce the occurrence of citizen confusion and fraud. State agencies should also register their corresponding state.ga.us domain names.

AUTHORITY

O.C.G.A. §§ 50-25-4(a)(15), (23), (29).

EXCEPTIONS

Entities can request exceptions to this standard at any time.

TERMS and DEFINITIONS

1. Top-Level Domains - Ex: **.gov** – Top Level Domain Name

2. Second-Level Domains - Ex: **two.gov** - Second-Level Domain Name
 The second-level domain of "two.gov" would be obtained through the owner of the .gov domain.

3. Third-Level Domains - Ex: **three.two.gov** - Third-Level Domain Name
 The third-level domain of "three.two.gov" would be obtained through the owner of the two.gov domain.

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4. Fourth-Level Domains - Ex: **four.three.two.gov** - Fourth-Level Domain Name
The fourth-level domain name "four.three.two.gov" would be obtained through the owner of the third-level domain "three.two.gov".

5. Uniform Resource Locator (URL) - A standard identifier for a resource on the World Wide Web, used by Web browsers to initiate a connection. The URL includes the communications protocol to use, the name of the server, and path information identifying the objects to be retrieved on the server.

6. Communities of Interest - A group of government entities which share a common interest, theme, similarity, or identity.

7. Political Subdivision - Refers to a division of the State made by proper authorities thereof, acting within their constitutional powers, for the purpose of carrying out a portion of those functions of the State which by long usage and inherent necessities of government have always been regarded as public. Political Subdivisions include, but are not limited to, county, city, and local government entities (including boards of education) of all branches of government within Georgia, except for federal or foreign government entities.

8. georgia.gov - The State of Georgia has registered the georgia.gov second level domain name with the General Services Administration. georgia.gov will be used as the primary domain for the State of Georgia's enterprise portal. Additionally, mygeorgia.gov, ga.gov, and myga.gov second level domain names are registered to the State of Georgia. Mygeorgia.gov and myga.gov are slated for use with the personalization component of the portal. ga.gov is reserved for future use.

Note: For simplicity purposes all references to georgia.gov apply equally to ga.gov, mygeorgia.gov and myga.gov, as well.

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